

**DIVISION OF RECYCLING
INVESTIGATIONS BRANCH – SACRAMENTO
STAFF SERVICES MANAGEMENT AUDITOR
JOB OPPORTUNITY BULLETIN
HR 200 #5-014**

Applicants with list or transfer eligibility to the SSMA classification are highly encouraged to apply.

**Staff Services Management Auditor (\$3,004 - \$4,516), Permanent, Full Time,
Division of Recycling, 801 K Street, 15th Floor, Sacramento, CA 95814.**

The Investigations Branch is recruiting for a Staff Services Management Auditor to join our team. The incumbent will perform investigations of recycling program participants to determine whether California Redemption Value has been improperly paid on beverage containers. These duties include examining operations and records of recycling centers, examining materials delivered to recycling centers, verifying transactions, reviewing records for alterations and compliance with regulatory requirements, serving subpoenas, and writing investigative reports. The incumbents will also determine if participants are in compliance with the California Beverage Container Recycling and Litter Reduction Act.

The position will require up to 75% travel annually, weekend assignments, overnight travel, and temporary work schedule assignments.

Desirable Qualifications:

- Knowledgeable in Microsoft Word, Excel, and Outlook.
- Excellent analytical, verbal and written communication skills.
- Ability to interact with various levels of personnel in recycling and recycling related industries. Strong interpersonal skills.
- Ability to work effectively in a team environment.
- Ability to travel up to 75% annually.

To request a duty statement or more information, please contact Divina Cadiz at (916) 327-2897.

Please submit your application and resume to:

Department of Conservation
Division of Recycling
801 K Street MS 19-01
Sacramento, CA 95814

Attention: Divina Cadiz